

DRAFT MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING
TUESDAY, August 18, 2015 ROOM 209
7:00 PM

1. **Convene Meeting:** Chair Kurfehs called the meeting to order at 7:02 PM, with the following in attendance:

Present: Chair Hal Kurfehs; Vice Chair Greg Dembowski; Secretary Dave Matte; Commissioner Nancy Tolmoff

Absent: Commissioner Jim Fisher

Also Present: Recording Secretary Emily Cole Prescott

2. **Approval of Meeting Minutes (06/16/15 & 07/21/15):** Chair Kurfehs mentioned that the July meeting minutes cannot be approved tonight, but if Commissioner Tolmoff arrives, there is a possibility that the June meeting minutes may be approved. *The July meeting minutes will be added to the next regularly scheduled EDC meeting agenda.*

3. **Update on Website Functioning & Newsletter Contact List**

- Email from N. Malwitz Re: EDC Website Hacks dated 08/11/15: N. Malwitz's email about the website was briefly reviewed. E. Cole Prescott indicated that she has been in touch with Andrea Wagner regarding this matter, and a free plug-in has now been installed, which should significantly reduce the spam received on the Word Press site. E. Cole Prescott will check the site throughout the week, and will report back to Vice Chair Dembowski about how the plug-in is working within one week.

E. Cole Prescott asked for comments regarding the current Business Incubator page on the EDC website, relative to how the Commission would suggest to replace the current error message page. If the business incubator link is to be removed from the current menu, Andrea Wagner would need to be contacted to make some changes to the site. If the business incubator heading is to remain, E. Cole Prescott suggested that the EDC may want to post some information about the future business incubator idea and/or steps to making a business incubator. H. Kurfehs asked that Commissioners send their comments to him and Vice Chair Dembowski regarding the business incubator section of the website, preferably within the week.

The Commission moved back to discussion of minutes.

2. **Approval of Meeting Minutes (06/16/15): Commissioner Tolmoff made a motion to accept the meeting minutes [of the June 16, 2015 meeting]. Secretary Matte seconded the motion, and it carried unanimously.**

The Commission now moved to Other Discussion.

Main Street Center Event: Chair Kurfehs mentioned CT Main Street Center, which last year had held a conference on Tax Increment Financing. The event is scheduled on Friday, September

11th in the morning until around 3:00 PM. Chair Kurfehs stated that he had sent the workshop information to First Selectman Bill Tinsley last week, and will follow up with him. Vice Chair Dembowski replied that he will be unable to attend the conference, as he is scheduled to be in Newington for a meeting with the DOT. Commissioner Tolmoff stated that she would possibly be interested in looking into a WordPress class, more so than attendance at this workshop. Commissioner Tolmoff suggested that Chair Kurfehs attend the meeting and report back to the Commission.

4. **Briefing on Town Center Issues & Moratorium:** Vice Chair Dembowski stated that he has read the minutes of the last Zoning Commission meeting, and mentioned the role comments had played in the moratorium, which has since been defeated. The moratorium was not adopted, unanimously. Vice Chair Dembowski stated that it is very powerful when volunteers in leadership roles speak up about what they believe. Secretary Matte and Commissioner Tolmoff agreed that the Zoning Commission was very receptive to their comments. Vice Chair Dembowski stated that the Zoning Commission now has received another application for housing construction, known the Enclave.

Vice Chair Dembowski stated that K. Daniel has resigned from her position as of two weeks ago. Her title had been Community Development Director/Wetlands Enforcement. The Land Use Office has been reorganized, and A. Dew is now Wetlands/Zoning Enforcement Officer, and F. Lollie has been hired as her assistant, also with the role of Wetlands/Zoning Enforcement Officer. Vice Chair Dembowski stated that First Selectman Tinsley has brought him in to assist with four tasks – 1.) Town’s encroachment permit; 2.) OSTA permit with Brookfield Village; 3.) STEAP and 4.) LOTCIP grant applications and funding. Vice Chair Dembowski reported that he has already been to a meeting in Newington with the DOT relative to the Town’s encroachment permit application. The State has granted an equivalent of a variance on their standards to allow the design to remain. There are four cases where there were variances granted: 1.) design standard on state road had to accommodate WB62, which could not be designed town center with this standard. This new design will allow for a WB50 turn design. 2.) Shoulders – The state’s standard is 4’, but in a couple of areas, this would have cost major acquisition, and the State allowed for a two-foot shoulder in an area where there is currently no shoulder. The third variance was on span poles, which hold up the traffic lights. These poles were installed four years ago by the DOT, but what was requested were calculations on these poles. 4.) Tucks Road/Craft Center – There is a road there on Tuck’s Road between the hair salon and the Brookfield Market. The State had wanted an intersection, and it was mentioned that Tucks Road is a private road, and the requirements to create an intersection were eliminated. Vice Chair Dembowski reported that he is now working with Fran Collins, as required acquisitions must be made before the DOT may issue the encroachment permit. The drawings will be revised based on the comments made during the meeting, and the revised set will be submitted to the DOT Commission for review. Vice Chair Dembowski also indicated that Dave Hannon positively contributed to the process.

It was noted that Brookfield Village cannot be completed until the OSTA permit has been issued by CT DOT. The Streetscape (encroachment permit) and the OSTA permit are two different projects, but it would be preferable if the projects would work together.

Chair Kurfehs mentioned that Rocco's is now only offering a takeout business, and he is unsure if the tenants will be moving into the new construction.

Chair Kurfehs stated that the proposal known as the Enclave is north of the bowling alley and the liquor store, and encompasses the former Peter's Imports property. Together, the properties are an approximate nine acres. The proposal is for a clubhouse with 187 units in six buildings. Chair Kurfehs mentioned that the original plan was to file this application as an incentive housing development, but the zone change needed for this application to fit the incentive housing regulations was not approved by the Zoning Commission. Although this application is not incentive housing and will therefore be filed as an application based on CGS §8-30g, the developer still plans to add a retail use to one of the buildings, in order to maintain the general character of the other developments within the Town Center.

The Commission briefly discussed the difference between incentive housing and affordable housing. Commissioner Tolmoff mentioned her concern that one of the developments in the Town Center does not have elevators, and Vice Chair Dembowski replied that the Enclave proposal does contain elevators, which are large enough for stretchers, in case of emergency situations.

Chair Kurfehs shared some information he had regarding Barnbeck (398 Federal Road). Chair Kurfehs stated that depending on the type of rental, the spaces will be rented anywhere between \$1025 to \$2190 per month.

5. **Information for News & "Blurb" Write-Ups: Articles available on *The Patch*** – Chair Kurfehs stated that he had mentioned at the last meeting that there are rankings in *The Patch* that would be interesting to add to the EDC website. Brookfield is in the top 24 for quality of teachers in the State, which was determined based on several parameters. Prior to that article, Whisconier Middle School was highly ranked. Secretary Matte offered to draft a note for comments by the Commissioners, and will send it to E. Cole Prescott for posting on the website when ready.

6. **Other Discussion** – No other discussion at this time.

7. **Adjournment** – Secretary Matte made a motion to adjourn at 8:00 PM. Commissioner Tolmoff seconded the motion, and it carried unanimously.

Next regularly scheduled Economic Development Commission meeting: 09/15/15